

October 3, 1936.

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WPAAGRICULTURAL ADJUSTMENT ADMINISTRATION
1936 AGRICULTURAL CONSERVATION PROGRAM - NORTHEAST REGIONINSTRUCTIONS FOR PREPARATION OF
FORM NER-13, COMPUTATION SHEETGENERAL INSTRUCTIONS

1. All entry and computation clerks must be familiar with Forms NER-12 and NER-13 and the application of these instructions to such forms.
2. Entry clerks shall use red pencil.
3. Computation clerks shall use black pencil.
4. Where fractions are encountered in calculations the following general rules shall apply:

- (a) Fractions of acres shall be expressed to the nearest tenth of an acre.
- (b) Five or fewer hundredths shall be dropped and more than five hundredths shall be considered as a whole tenth.

For example - When a figure is to be expressed in tenths:

$$\begin{array}{ll} .045 = .0 & .051 = .1 \\ .050 = .0 & .082 = .1 \end{array}$$

- (c) In computing any payment, or division thereof, the following rules shall apply: One-half cent or less shall be dropped and more than one-half cent shall be increased to the nearest whole cent. Hundredths or thousandths of a cent shall be considered as follows in determining whether tenths of a cent should be dropped or increased to the nearest whole cent:

$$\begin{array}{ll} \$0.1849 = \$0.18 & \$0.1851 = \$0.19 \\ \$0.1850 = \$0.18 & \$0.1861 = \$0.19 \end{array}$$

- (d) Percent of payment to the applicant shall be expressed as follows:

<u>Division of Crop</u>	<u>Division of Payment</u>
1/4 - 3/4	25.00% - 75.00%
1/3 - 2/3	33.33% - 66.67%
1/2 - 1/2	50.00% - 50.00%
1/6 - 5/6	16.67% - 83.33%

When expressed in hundredths, if the divisions do not equal 100%, an adjustment shall be made in the highest indeterminate division, or when equal, in the last one.

ENTRY INSTRUCTIONS

The following table sets forth a description of the data to be entered from Forms NER-12 to NER-13. There are also indicated the places this information may be found on Form NER-12 and the positions in which it should be entered on Form NER-13.

<u>Form NER-12</u>	<u>Form NER-13</u>
1. State and County Code and Application Serial Number	
(a) Upper right-hand corner	Upper right-hand corner
2. Number of acres for meeting minimum	
(a) Section II.	Line 13, after word "Actual".
3. Number of Acres for purpose of diversion	
(a) Section II.	Line 9, before the word "Acres".
4. Number of acres for Soil-building Allow- ance multiplied by \$1.00 per acre unless the amount obtained is less than \$10.00, in which case \$10.00 shall be entered.	
(a) Section II.	Line 10, after word "Allow- ance".
5. Yield for tobacco and index for other soil-depleting crops.	
(a) 1(a), Section IV.	Line 1, columns B and C.
6. Base Acres for tobacco and other soil- depleting crops.	
(a) 1(b), Section IV.	Line 4, columns B and C.
7. Number of 1936 Acres.	
(a) Item 2, Section IV.	Line 5, columns B and C.
8. Practice Numbers.	
(a) A - H Section V	Lines 1 - 9, column D.

Form NER-12

9. Number of acres in soil-building practices.

(a) A - H, Section V.

10. Name(s) of Producer(s)

(a) Section VI.

11. Percentage share(s) of soil depleting crop.

(a) Section VI.

12. Percentage share(s) of the soil-building practices. If "Yes" has been entered in column headed "Did producer incur expense for soil-building practices" then the producers after whose names "Yes" has been entered share equally in the payment.

(a) Column headed "Did Producer incur expense for soil-building practices".

Example No. 1

John Doe	Yes
Richard Roe	Yes
Jane Doe	Yes

Lines 17A, 18A, 19A, respectively, column C.

33.33%
33.33%
33.34%

Example No. 2

John Doe	Yes
Richard Roe	No
Jane Doe	Yes

50.00%
-
50.00%

If a percentage share has been shown after the word "Yes", then enter that percentage share.

13. Rate of Payment of soil-depleting crops.

(a) See Bulletin I Revised

14. Rate of Payment for soil-building practices. Lines 1 - 9, column F.

(a) See Bulletin II

Form NER-13

Lines 1 - 9, column E.

Lines 17, 18, 19 respectively.

Lines 17A, 18A, 19A, respectively, column B.

Lines 17A, 18A, 19A, respectively, column C.

Line 2, columns B and C.

Lines 1 - 9, column F.

COMPUTING INSTRUCTIONS

1. Multiply the entry in line 1, column B, by the entry in line 2, column B, and enter the result in line 3, column B.
2. Multiply the entry in line 1, column C, by the entry in line 2, column C, move the decimal point two places to the left and enter the result in line 3, column C.
3. Deduct from the entry in line 4, column B, the entry in line 5, column B and enter the result in line 6, column B.
 - (a) In the event the entry in line 5 exceeds the entry in line 4, enter such excess in line 6 and circle the entry.
 - (b) The entry for line 6, column C, shall be obtained in like manner.
4. Multiply the entry in line 4, column B, by 30% and enter the result in line 8, column B, unless the entry in line 6, column B, has been circled.
5. Multiply the entry in line 4, column C, by 15% and enter the result in line 8, column C, unless the entry in line 6, column C, has been circled.
6. Enter in line 9, column B, the smaller of the figures in line 6, column B or line 8, column B. If the entry in line 6 is circled, enter a dash.
 - (a) The entry for line 9, column C, shall be obtained in like manner.
7. Add the entries in line 9, columns B and C, and compare the result with the entry in line 9, before the word "Acres".
 - (a) In the event the entry obtained in 7 above exceeds the entry before the word "Acres", reduce the entry in the column bearing the lowest rate of payment to a figure which, when added to the other column, will equal the figure before the word "Acres".
 - (1) If the figure in the column bearing the lowest rate of payment is not sufficient, deduct the remainder from the figure in the other column.
8. Multiply the entry in line 9, columns B and/or C, by the entry in line 3, columns B and/or C, and enter the result(s) in line 10, columns B and/or C.
9. If the entry in line 6, column B, has been circled, and is not Type 61 or 61-A, multiply such entry by the entry in line 3, column B, and enter the result in line 7, column B.
10. Multiply the entries in lines 1 through 9, column E, by the entries in lines 1 through 9, column F, and enter the results in lines 1 through 9, column G.

11. Add the entries in lines 1 through 9, column G, and enter the result in line 10, column G.
12. Add the entries in line 10, columns B and C, and enter the result in line 11, column B.
13. Enter in line 11, column C, the smaller of the figures entered in line 10, "Soil-building Allowance" or the "Total Earned".
14. Add the entries in line 11, columns B and C, and enter the result in column D.
15. If there is an entry in line 11, column B, multiply the entry in line 4, column B, by 20%, and leaving the total in the machine, multiply the entry in line 4, column C, by 15%.
16. The result obtained above should be entered in line 13, after the word "Minimum".
17. Compare the figure in line 13, after the word "Minimum", with the entry after the word "Actual".
 - (a) In the event the entry after the word "Minimum" exceeds the entry after the word "Actual", enter the amount of such excess after the word "Deficient".
18. If an entry has been made after the word "Deficient" in line 13, multiply the entry in line 3, column C, by 1.5 and enter the result in line 12 after the word "Rate \$ ".
19. Multiply the entry after the word "Deficient" in line 13, by the entry in line 12, after the word "Rate \$ ", and enter the result in line 12, columns B and D.
20. Deduct from the entries in line 11, columns B and D, the entries in line 12, columns B and D, and enter the results in line 14, columns B and D.
 - (a) Enter in line 14, column C, the entry in line 11, column C.
 - (b) If no entries were made in line 12, enter in line 14, columns B, C, and D, the amounts shown in line 11, columns B, C, and D.
21. The sum of the entries in line 14, columns B and C, must equal the entry in column D.
22. In the event an entry has been made in line 7, column B, enter such figure in line 15, column D.
 - (a) Subtract the entry in line 15, column D, from the entry in line 14, column D, and enter the result in line 16, column D.

- (b) Divide the entry in line 16, column D, by the entry in line 14, column D, and enter the result in the space to the left of column B. Carry decimal to four places.
- (c) Multiply the entries in line 14, columns B and/or C, by the result obtained in (b) above, and enter the result in line 16, columns B and/or C.
- (d) The entries in line 16, columns B and C, should equal the entry in column D.

23. Add the percentage share of the crop in lines 17A, 18A, and 19A, column B, to determine that it equals 100%.

24. Add the percentage share of the soil building practices in lines 17A, 18A, and 19A, column C, to determine that it equals 100%.

25. Multiply the entry in line 16, column B, by each interested party's percentage share of the Soil Conserving Payment as shown in lines 17A, 18A, and 19A and enter the result(s) in lines 17B, 18B, and 19B.

26. Multiply the entry in line 16, column C, by each interested party's percentage share of the Soil-building Payment and enter the result(s) in lines 17B, 18B, and 19B.

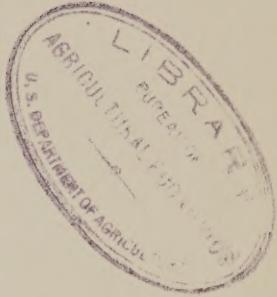
27. Add the entries in columns B and C for each line 17B, 18B, and 19B, and enter the result in column D.

28. Add the entries in lines 17B, 18B, and 19B, columns B, C, and D, and compare the results with the entries in line 16, columns B, C, and D. They should be identical or the difference, if any, must not exceed \$.05 which must have been caused by the method of handling fractions.

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
Washington, D. C.

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No. 18
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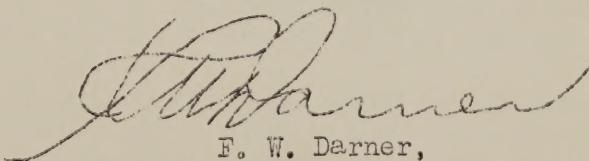
Recently, numerous Preaudit Difference Statements have been mailed to the State offices indicating disallowances in the total amounts of travel vouchers for the reason that the General Accounting Office has held that "No travel status exists when employee merely makes use of his automobile in going about the performance of his regular duties, within a short distance of his office or living quarters."

We have submitted several test cases to the General Accounting Office and have obtained reversal of this decision. Therefore, each payee who has been notified of a deduction from the total amount of his claim for the reason cited, may submit a supplemental voucher, (Forms 1012 and 1012A), reclaiming the amount deducted.

For the guidance of your office in preparing such supplemental vouchers, there is attached a sample voucher. The letter of authorization number entered on the face of the voucher must be the number which was entered on the original voucher under which the disallowance was made. The Bureau voucher number, schedule number and date of the Preaudit Difference Statement must be given in the reclaim voucher. This information is contained in the difference statement and it is suggested that where possible, such statements be forwarded to this office with the supplemental vouchers.

It is not necessary that the jurat of reclaim vouchers be executed.

Very truly yours,



F. W. Darner,
Sr. Administrative Officer,
Northeast Division.

Enclosure

UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL ADJUSTMENT ADMINISTRATION
 Washington, D. C.

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October 2, 1936

MEMORANDUM FOR STATE EXECUTIVE OFFICERS,
 Northeast Region.

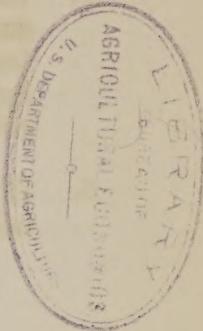
Re: Instructions for Examination and Transmittal of
Applications for Payment (Form NER-12)

GENERAL INSTRUCTIONS

1. All examination clerks must be thoroughly familiar with:
 - (a) The Application for Payment - Form NER-12
 - (b) Instructions for Preparation of Applications for Payment - Part V of NER-B-5
 - (c) These instructions
 - (d) ACP-16
2. Applications will be issued to examination clerks in lots arranged by communities and counties.
3. Any changes, erasures, or corrections which appear on the application must be:
 - (a) Initialed by the producer(s) who signed the application and by two county committeemen, one of whom must be the county committeeman who signed in section IX. Each change, erasure, or correction must be so initialed, or
 - (b) The application must be retyped correctly and sent back to the producer(s) for signature(s).
4. Deletion in the printed matter of any application is not permitted.

EXAMINATION INSTRUCTIONS

1. Be sure that a duplicate of the application has been prepared on NER-12a. Entries on the duplicate should also be checked.
2. Determine that the state and county code, application serial number, and work sheet serial number are properly entered in the upper right hand corner. For Fairfield and Litchfield Counties, Connecticut, also determine that the name of the township in which the farm is located is shown.



3. Determine that all papers relating to an individual application are present. In most cases other papers will consist only of the Report of Performance.
4. Verify the signature(s) of the producer(s) in section VII, being sure they agree with the name(s) as typed in section VI. Follow instructions contained in ACP-16 with respect to signatures. Applications which are incorrectly signed must be retyped and returned to the producer(s) for correct signature(s).
5. If application is being made for a Class I payment, verify the entries in section II as follows:
 - (a) "For Meeting Minimum" - The figure entered here should be the sum of the entries in NER-11 on line 25, columns (A) and (B) plus one-half of any circled acreage in column (A), section I, representing wheat or rye seeded.
 - (b) "For Purposes of Diversion" -
 - (1) If NER-11 on line 27, section I, shows any idle or fallow crop land, the entry in the application shall only be the number of acres shown in column (A), line 25, of NER-11 plus one-half of any circled acreage in column (A), section I, representing wheat or rye seeded.
 - (2) If there is no idle or fallow crop land, the entry shall be the same as (a) above.
 - (c) "For Soil-Building Allowance" - If application is being made for a Class II payment, verify the entry on this line to be the sum of the entries in NER-11, section I, on line 25, columns (A) and (B) plus the total acres entered in section II of NER-11.
6. If work sheet serial numbers for other farms are entered in section V of NER-11, verify that such numbers have been entered correctly in section III of NER-12, and that the name(s) of the owner and/or share-tenant also are entered correctly.
7. If application is being made for a class I payment for diversion of tobacco, the entries in section IV of NER-12 to be verified as correct are as follows:
 - (a) Line 1(a) column (A) - should be the same as entry in item 1, column D, section VI of the work sheet, NER-1.
 - (b) Line 1 (b) column (A) - should be the same as entry in column 27 of NER-9.
 - (c) Line 2, column (A) - should be the same as entry on line 1, section I of NER-11.
 - (d) Be sure the type of tobacco is entered in the blank space to the left of the word "Tobacco."

8. If application is being made for a class I payment for diversion of general soil-depleting crops, the entries in section IV of NER-12 to be verified as correct are as follows:
 - (a) Line 1(a), column (B) - should be the same as the entry in column 33 of NER-9.
 - (b) Line 1(b) column (B) - should be the same as the entry in column 28 of NER-9.
 - (c) Line 2, column (B) - should be the same as the entry on line 15, section I of NER-11.
9. Verify the entries in section V of NER-12 for soil-building practice numbers, and the corresponding acreage for each practice to be the same as the practice numbers and acres for each practice in section III of NER-11.
10. Verify that the names and addresses of producers typed in section VI of NER-12 are the same as entered in section IV of NER-11. Where a producer is an agent or other person acting in a fiduciary capacity, refer to ACP-16 to be sure that the names of the principal and agent are typed in the correct form.
11. If application is being made for a Class I payment, determine that each producer's proper percentage share of the principal soil-depleting crops entered in the column headed "Share of Principal Soil-Depleting Crop", agrees with the percentage shown for each such producer in section IV of NER-11. The sum of the percentages entered in this column must equal 100%.
12. If application is being made for a Class II payment, determine that the word "yes" is entered in the column headed "Did producer incur expense for soil-building practices?" after the name of each producer entitled to share in such payment, and that the word "no" is entered after the name of each of the other producers. The names of producers entitled to payment are obtained from section IV of NER-11.
13. In the event a percentage share is entered after the word "yes", determine from the Reports of Performance for the farms combined under the one application that such percentage is correct. The formula for determining this proper percentage is contained in part V of NER-B-5.
14. Determine that sections VIII and IX have been properly executed. The State Office should furnish examination clerks with lists of supervisors and county committeemen eligible to sign in these sections. Be sure that the same county committeeman did not sign in both sections VIII and IX.

TRANSMITTAL INSTRUCTIONS

1. As soon as a substantial number of applications for any county have been determined to have been properly prepared, they should be listed on the "Transmittal Sheet", ECR-NER Office Form No. 12.
2. Approximately fifty (50) applications should be listed on one sheet and only applications for the same county should be listed on the same sheet.
3. Five transmittal sheets should be prepared for each lot of applications, the original and two copies being forwarded to Washington with the applications, one copy filed in the county office, and one copy filed in the State Office with the duplicate copies of the applications.
4. Transmittal Sheets will be numbered in the upper right hand corner, consecutively, commencing with the number one (1) in each county.
5. The following information will be entered on each transmittal sheet:
 - (a) The transmittal sheet number.
 - (b) The State and county code numbers.
 - (c) The name of the State and county.
 - (d) The serial number of each application.
 - (e) The name of each producer applying for payment. The name should be typed the same as entered in section VI of the application.
 - (f) In the "Remarks" column enter any information which the State Office determines should be noted in Washington with respect to an application, such as a recommendation by the county committee that payment should be computed in accordance with sections 5, 6 and 7 of NER-B-1 Revised.
 - (g) After the applications are listed and the listing checked, the date the transmittal is sent should be entered and the State Executive Officer should sign his name. County offices should show the date of transmittal to the State Office and the signature of the person in charge of the County office at the bottom of the transmittal sheet.
6. Insofar as possible, when forwarding applications to Washington by express, each package should weigh not less than 10 pounds.
7. Address such packages to the Examining Section, Northeast Division, Agricultural Adjustment Administration, Washington, D. C.

A. W. Manchester
A. W. Manchester,
Director, Northeast Division.